

## ADMINISTRATIVE ASSISTANT/SECRETARY - RECREATION/CONSERVATION

### DEFINITION

The Administrative Assistant/Secretary provides administrative and financial support services to the Recreation Commission and the Conservation Commission and oversees the daily operation of the office; other related work, as required.

### ESSENTIAL FUNCTIONS

*The essential functions or duties listed below are illustrations of the type of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Prepare agenda for Recreation Commission and Conservation Commission meetings; prepare and post meeting notices; transcribe and provide minutes.

Prepare payroll for Recreation Department employees, instructors, and contractors and Conservation Department employees.

Provide administrative support to the Director; maintain schedule, including site inspections; provide information to the public; update and maintain bylaw information.

Enroll children in sports programs and receive payments and process refunds; submit Recreation and Conservation receipts to the Treasurer's office; process accounts payable for sports programs, conservation supplies, wetlands consultants and newspaper advertising.

Assist with budget preparation; maintain Recreation and Conservation budgets and reconcile accounts; prepare expense summary; prepare purchase orders and order supplies.

Prepare correspondence to the School Department, residents, and volunteers; prepare promotional materials, including flyers, direct mailings and web postings; deliver information to schools; prepare information for CATV and advertising for local newspapers; prepare Conservation Commission advertising; prepare interdepartmental correspondence for the Conservation Commission.

Maintain department records; create files for individual hearings; maintain project tracking database.

Prepare CORI applications for volunteers.

Prepare Orders of Conditions and Extensions to Orders of Conditions, Determinations of Applicability, Resource Area Delineations, Certificates of Compliance, and Insignificant Changes; notarize Orders of Conditions and Certificates of Compliance.

Assume additional responsibilities in the absence of the Director.

Perform similar or related work as required, or as situation dictates.

**SUPERVISION**

Works under the general supervision of the Recreation Director/Conservation Director, following established rules, regulations and policies to complete assigned tasks according to a prescribed time schedule; assistance is available from the Director.

**WORK ENVIRONMENT**

Work is performed in office conditions; the workload varies according to administrative deadlines and seasonal programs; overtime is required to attend Commission meetings.

The employee operates standard office equipment.

The employee has daily contact with the public, recreation volunteers, the school department, other town departments, builders and developers and State and federal agencies.

The employee has access to confidential information (CORI) about volunteers, legal proceedings, and bid documents.

Errors could result in delay or loss of services, physical injury, damage to equipment, legal repercussions, and monetary loss.

**RECOMMENDED MINIMUM QUALIFICATIONS****EDUCATION AND EXPERIENCE**

High school diploma; Associate's Degree or additional training preferred; three years of administrative experience; municipal experience preferred; Notary Public; or an equivalent combination of education and experience.

**KNOWLEDGE, ABILITY AND SKILL**

Knowledge of office practices and procedures, including basic accounting; knowledge of public meeting laws and parliamentary procedure; familiarity with Recreation Commission and Conservation Commission bylaws.

Ability to work independently and meet required deadlines; ability to transcribe minutes; ability to communicate effectively with the public; ability to maintain detailed records; ability to communicate clearly, both orally and in writing.

Office skills; computer skills, including spreadsheets and word processing; organization skills; bookkeeping skills; interpersonal skills; written and oral communication skills.

**PHYSICAL REQUIREMENTS**

Minimal physical effort is required to perform duties in office conditions. The employee is required to stand, walk, sit, speak and hear, and use hands to operate equipment. Vision requirements include the ability to read documents and use a computer.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*